

New Jersey Department of Health & Senior Services  
Public Employees Occupational Safety & Health (PEOSH) Program  
**PEOSH HazCom Compliance Checklist**

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**This checklist covers the PEOSH Hazard Communication Standard (N.J.A.C. 12:100-7)**

1. WRITTEN PROGRAM	YES	NO	N/A	Comments/Completion Date
A written Hazard Communication Program is completed that describes how the criteria specified in N.J.A.C. 12:100-7.6,7.7,7.8 will be met. <b>[7.5(a)]</b>				
The program is made available to employees, designated representatives and to PEOSH inspectors. <b>[7.5(d)]</b>				
<b>The written program include:</b>				
• A list of the hazardous chemicals present in the workplace (chemical inventory). <b>[7.5(a)1]</b>				
• The methods used to inform employees of the hazards of non-routine tasks. <b>[7.5(a)2]</b>				
• The methods used for notifying contractors of the Hazard Communication Program. <b>[7.5(b)1]</b>				
• Type of labeling system used by the employer. <b>[7.5(a)]</b>				
• Procedure if the MSDS is not received with initial shipment. <b>[7.7(f)2]</b>				
• The hazards associated with chemicals contained in unlabeled pipes. <b>[7.5(a)2]</b>				
• The location of the Material Safety Data Sheets (MSDS) and Right to Know (RTK) Hazardous Substance Fact Sheets. <b>[7.7(h)]</b>				
• Provisions for employee access to MSDSs in the work area. <b>[7.7(h)]</b>				
• A description of the employee training program. <b>[7.5(a)]</b>				
• Does the training program cover initial assignment, introduction of a new hazard, and refresher training every two years. <b>[7.8(a)]</b>				

2. LABELING	YES	No	N/A	Comments/Completion Date
Labels contain the identity of the hazardous chemical(s) (chemical name) <b>[7.6(e)1]</b>				
Labels contain appropriate hazard warnings (i.e., health & physical hazards, target organs, etc.). <b>[7.6(e)2]</b>				
Are labels removed or defaced? <b>[7.6(h)]</b>				
Labels are prominently displayed on all containers. All labels are legible. Labels are written in English. <b>[7.6(i)]</b> <i>Note: They may also be in the language spoken by employees.</i>				
3. MATERIAL SAFETY DATA SHEETS (MSDS)	YES	No	N/A	Comments/Completion Date
A current MSDS is on file for each hazardous chemical. <b>[7.7(a)]</b>				
The MSDSs are written in English. <b>[7.7(b)]</b>				
If an MSDS is not received at the time of the first shipment does the employer obtain one as soon as possible? <b>[7.7(f)2]</b> <i>Request letter shows good faith effort.</i>				
Are MSDSs maintained and readily accessible to employees during each work shift when they are in their work areas? If electronic access to MSDSs is used, have employees been trained? Is there a back-up system? <b>[7.7(h)]</b>				<b>Where?</b>
For traveling employees, are MSDSs immediately available in the event of an emergency? <b>[7.7(i)]</b>				
Are MSDSs available and readily accessible to the PEOSH Program inspector in accordance with 29 CFR 1910.1020(e)? <b>[7.7(k)]</b>				

4. EMPLOYEE INFORMATION & TRAINING	YES	NO	N/A	Comments/Completion Date
Effective training is provided to all employees exposed to hazardous chemicals at no cost and during working hours.				
(1.) Upon initial assignment.				
(2.) After introduction of a new hazard.				
(3.) Refresher training every two years. <b>[7.8(a)]</b>				
Did a technically qualified person conduct the training? <b>[7.8(d)]</b>				
<b>The training record shall include:</b>				
• The dates of the training <b>[7.8(e)1]</b>				
• Contents or summary of the training <b>[7.8(e)2]</b>				
• Names and qualifications of instructor(s). <b>[7.8(e)3]</b>				
• Names and job titles of the trainees <b>[7.8(e)4]</b> <i>Attach list if necessary.</i>				
• Are the training records maintained for the duration of employment? <b>[7.8(f)]</b>				
<b>The training program covers:</b>				
• An explanation of the requirements of the PEOSH HazCom Standard. <b>[7.8(b)1]</b>				
• Any operations in the employees work area where hazardous chemicals are present. <b>[7.8(b)2]</b>				

4. EMPLOYEE INFORMATION & TRAINING (continued)	YES	NO	N/A	Comments/Completion Date
<b>The training program covers (continued):</b>				
<ul style="list-style-type: none"> <li>The location and availability of the written HazCom Program including the list of hazardous chemicals, MSDSs, HSFs, RTK Hazardous Substance List, and the RTK Survey. <b>[7.8(b)3]</b></li> </ul>				
<ul style="list-style-type: none"> <li>The applicable provisions of the Worker and Community RTK Act, N.J.S.A. 34:5A-1, <i>et seq.</i> <b>[7.8(b)4]</b></li> </ul>				
<ul style="list-style-type: none"> <li>The methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area. <b>[7.8(c)1]</b></li> </ul>				
<ul style="list-style-type: none"> <li>The physical and health hazards of the chemical(s) used. <b>[7.8(c)2]</b></li> </ul>				
<ul style="list-style-type: none"> <li>The measures taken to protect employees from the hazards (work practices, PPE, etc.) and emergency response procedures for hazardous chemical spills. <b>[7.8(c)3]</b></li> </ul>				
<ul style="list-style-type: none"> <li>An explanation of the employer's labeling system, how to read and interpret an MSDS and how to obtain and use hazard information. <b>[7.8(c)4]</b></li> </ul>				
<ul style="list-style-type: none"> <li>Information about RTK, including an explanation of the RTK Survey, RTK labeling, HSFS, RTK Hazardous Substance List &amp; RTK Poster. Also, how employees can obtain and use this information. <b>[7.8(c)5]</b></li> </ul>				
<ul style="list-style-type: none"> <li>Are employees given a copy of the RTK brochure during the training session? <b>[7.8(c)6]</b></li> </ul>				
<ul style="list-style-type: none"> <li>Are the training records available to               <ul style="list-style-type: none"> <li>PEOSH inspectors <b>[7.8(g)1]</b>,</li> <li>employees, and designated representatives for copying? <b>[7.8(g)2]</b></li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>Is training material appropriate in content and vocabulary to educational level, literacy, and language of employees? <b>[7.8(h)]</b></li> </ul>				

September 15, 2004